



NDInsider

The newsletter of Indiana's

NeuroDiagnostic Institute
and Advanced Treatment Center

5435 E. 16th St., Indianapolis, Indiana | www.in.gov/fssa/dmha/2935.htm | Vol. 6, Issue 5, May 2022

Trauma Informed Care

Dr. Kellee Hawkins-Coleman, Clinical Director

Christopher Kerl, Staff Development Director

Trauma Informed Care training in June is SAMHSA's 3rd Principle:

Peer Support



The above image will be posted on your unit in May and June.

The NeuroDiagnostic Institute and Advanced Treatment Center, Indiana's newest state psychiatric hospital, delivers advanced evaluation and treatment for patients with the most challenging and complex neuropsychiatric illnesses and moves them more efficiently into the most appropriate treatment settings within the community or state mental health system.

EMPLOYEES OF THE MONTH



Our NDI Nursing Night Shift Star of the Month is

Toheeb Aderemi

Toheeb is a model Special Attendant. He is respectful, responsible, prompt, knows his unit well, is humble and is well respected by everyone he works with. Toheeb is a 'go to' resource because of his knowledge and experience for new employees – during orientation as well as for shadow shifts

Our NDI Non-Nursing Star of the Month is

Deb Raughter

“Debbie does an absolutely fantastic job managing her admissions department. For a long time she was the sole person in admissions. Her communication regarding referrals, admissions, and discharges is impeccable. Debbie is a TRUE STAR team member at NDI!”

Our NDI Nursing Day Shift Star of the Month is

Amy Frazer

“for the work she has performed in her current role as Director of Nursing Education as well as filling in and backing up our Infection Prevention & Control nurse while the position has been vacant.... All while preparing for Joint Commission and doubling up on General Orientation training during the past several months. Amy’s knowledge and expertise were put to use during our audit and certainly helped the NDI’s survey results”

We need more nominations for Star of the Month for this recognition to be meaningful!

Please consider nominating your teammates and staff from other disciplines.

If you would like to nominate one of your fellow employees, please submit nominations to: ERCNDI@fssa.in.gov. The nomination form can also be found in the L drive under **FSSA NDI Employee Recognition Committee**



ATC OPEN HOUSE

Please join us for our open house for the Advanced Treatment Center!!! This is an opportunity for you to learn more about the "ATC" and what we offer to patients. Come try out some brief demonstrations of the healing techniques and see for yourself!



DATES: June 7th and June 10th

TIMES: 11a to 1p and 5p to 7:30p

WHERE: The Advanced Treatment Center

Please join us for the ATC open house and take the opportunity to learn more about the ATC and what we offer to patients. Come and try out of some of the healing techniques for yourself!!

DATES: June 7th and June 10th

TIMES: 11 am to 1 pm and 5 pm to 7:30 pm

WHERE: The Advanced Treatment Center

ATC UPDATE



By Dr. Bethany McGovern

The ATC is up and running. We are currently serving many adult and youth patients. The treatments in the ATC are based on a new type of psychiatry called Integrative Psychiatry. This blends the best of modern psychiatric care, what we already do here at NDI, with healing techniques that have been shown by early research to help some people with mental illness. We are also using the model that all people are made up of physical, mental, emotional, and spiritual bodies.

A huge thank you to everyone who has been flexible and supportive of this project!

Current healing techniques being offered in the ATC

Yoga - Yoga is about connecting to your breath. It can also include meditation and physical poses. Our patients primarily do yoga in chairs working on their breath. This helps relax the nervous system which calms the mental and emotional bodies. It also connects them to their physical body.

Sound therapy - Soothing sounds help to re-tune the brain to cope with stress better and improve focus using certain frequencies of sound. This helps to balance the emotional and mental bodies.

Neurofeedback - Uses a headset to comfortably track certain brain waves. A computer program then uses a digital tool to teach them to bring their brain into a calmer brain wave state. Over time the patient no longer needs the tool to calm their brain themselves. This balances the mental and emotional bodies.

Grounding - Uses a combination of guided meditation and an earthing mat connected to the earth through an outlet to help a patient become more centered. This can help patients to connect more with their physical body and improve focus in the mental body.

Integrated Psychological Therapy - A group therapy that improves the ability to focus, solve problems and the ability to socialize in people with Schizophrenia. This improves the mental and emotional bodies.

Reiki - A trained clinician places their hands close to the patient's body. They use their energy to balance the patient's energy. This restores balance over time to the physical, emotional, mental, and spiritual bodies.

Sensory Rooms - These have begun on a few units and in the next 8 months will begin on all units permanently. These use many tools like certain furniture, weighted blankets, white noise machines, fidget toys, etc. to either increase or reduce stimulation to the nervous system. These can be used to calm a patient when they are anxious or the beginning to become agitated. **There will also be a staff Sensory room located in the ATC for staff to use when feeling overwhelmed. These help to calm the emotional and mental bodies.**

NDI DASHBOARD – May 2022

Bridge Building Refreshers

5/4/22
5/11/22

CPR Refreshers

5/10/22
5/31/22

General Orientation

5/16-5/20

CENSUS

- Adult-55
- Youth-10
- Damar-6
- Total-71

APRIL ADMISSIONS

- Adult-14
- Youth-0
- Damar-3
- Total-17

APRIL DISCHARGES

- Adult-11
- Youth-0
- Damar-2
- Total-13

CERTIFICATES OF EXCELLENCE



Simeon Adehinmoye

Sandhya Bhonde

Tyler Denson

Gerald Garrett (2)

Adeola Imoudu

Brian Larimer

Oladipupo Oladimeji

Malaya Ridley

Byron Smith (2)

Donna Westell

Jahlisa Adekoya (2)

Pam Conover

Melanie Farquer

Barbara Haase

Nicholas Johnson

Ashley McAdams (2)

Brittany Paradiso

Samuel Rubek

Tracey Smith

Monica Williams

Sara Banner

Terin Davis

Little Ford

Alana Holt

Jeremy King

Ashley Murphy (2)

Diondrae Rice

Daijanna Sanders (2)

Karen Sweatt

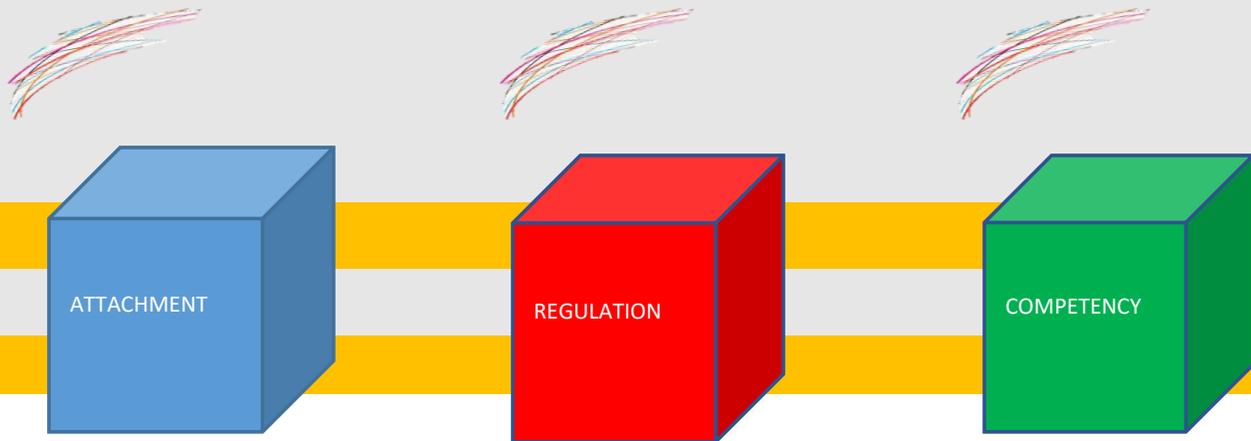
Anyone can nominate a fellow employee for a Certificate of Excellence!

Please include: Name of recipient, recipient's supervisor, brief statement of why you wish to recognize your colleague. All recommendations should be sent to Lisa Canada (Lisa.Canada@fssa.IN.gov) or to the new NDI ERC email box (ERCNDI@fssa.in.gov)



Attachment, Regulation, Competency (ARC) Framework Training

Dr. Kellee Hawkins-Coleman, Clinical Director



In April, Youth Services and Hospital Leadership staff received official training on a new approach to enhance working with children and their families. Dr. Jon Ebert, Associate Professor of Clinical Psychiatry and Behavioral Sciences at Vanderbilt University Medical Center, presented the **ARC** training sessions.

“Thank you” Youth Services and Hospital Leadership staff for your participation, cooperation, and engagement.

Certificates of Completion will be distributed in May for all who participated in the training.

Youth Services is looking forward to beginning a **“red ball”** journey with **Attachment, Regulation, Competency** (ARC) Framework!



ADMINISTRATION HALLWAY EASTER EGG HUNT





Chris Kerl

Staff Development and Emergency Management Director

WANTED

Do you like to teach? Do you like to help others? NDI needs **you!!** We are in search for adjunct instructors for Bridge Building on both night shift and day shift. Free training, guided instruction, and a year long mentorship occurs prior to teaching on your own. The instructor course will be held June 29 and 30th from 8 am to 4:30 pm. Please contact Chris Kerl at Christopher.kerl@fssa.in.gov if you would like to join a wonderful team of adjunct instructors.



All People Soft Trainings in Success Factors are due May 6th!!

Please make sure you complete all training in Success Factors!! You can log into Success Factors from the HUB or click on to this link:

<https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff>



Happy Birthday



Moses Akinjolare

Lisa Bales

Sandhya Bhonde

Zaniyah Burney

Pamela Conover

Micah Cummings

Omowumi Fasakin

Edwana Frink

Takeyia Grundy

Barbara Haase

Shante Harris

Alyric Henderson

Samantha Love

Mary Mammen

Megan Miller

Vonda Montgomery

Aleatha Murray

Lauren Overhage

Michael Radford

Malaya Ridley

Sharon Salinetto

Anna Stover

Terrah Williamson

Kaitlyn Wilson

**CONGRATULATIONS NDI EMPLOYEES
ON COMPLETING A SUCCESSFUL JOINT
COMMISSION SURVEY!**

Emergency Management Chris Kerl

Staff Development and Emergency Management Director



Do you know what to do if we have a fire at NDI? Can you save our patients and yourself? Review the procedure below:

Staff located at the scene of the fire will follow the acronym RACE.

R- Rescue/Relocate anyone in immediate danger from smoke or fire to a safe place.

- Use horizontal evacuation on the current floor and relocate past the closest fire door.
- Vertical evacuation means to move to the floor below the emergency event. **NEVER** use elevators in a fire emergency.
- Building evacuation is the very last resort.

A- Sound the alarm.

- Pull the handle on the closest fire alarm pull station.

C- Contain the fire or smoke.

- **Close** all doors.

E- Extinguish the fire if the fire is small and you are not compromising your own safety.

- To use the fire extinguisher, follow the acronym PASS.

P- Pull the pin on the extinguisher.

A- Aim the extinguisher at the base of the fire.

S- Squeeze the handle.

S- Sweep the extinguisher side to side.

Staff not located at the scene of the fire.

The strobes will start flashing and the alarm will sound, and an announcement will come over the loudspeaker with further instructions.

- Gather all the patients and staff and move to the designated fire assembly area.
- Close all doors and clear all pathways/hallways along the way to the fire assembly area.
- Take continual head counts to ensure all patients and staff are accounted for.
- Have keys accessible and badge visible.
- Know where the fire extinguisher is kept, and the location of the fire pull station



Public Service
RECOGNITION WEEK

MAY 1-7, 2022

#PSRW

#INAppreciation

Welcome to Public Service Recognition Week!

Public Service Recognition Week (PSRW) is the time each year where state of Indiana employees are honored for their service to Hoosiers. This year, we are celebrating May 1 through May 7. The Indiana State Personnel Department (INSPD) encourages your agency to celebrate this week with special events and by sharing employee activities on social media.

Thank you for all you do for your fellow Hoosiers. Details about PSRW events are below and posted on the [PSRW events page](#) of the INSPD website.

Enjoy your week!

PSRW Events

Share how you are celebrating each day on social media using #PSRW and #INAppreciation and tagging @soiemployees on [Facebook](#) and [Twitter](#).

Monday, May 2

Theme Day: Favorite Sports Team

Show your team spirit and wear anything showing your favorite sports team.

Wednesday, May 4

Professional Development Day

Take advantage of the state's free professional development opportunities from LinkedIn Learning. With more than 10,000 on-demand courses, there are ample opportunities for state workers to expand their knowledge – and advance their careers in the process.



[Learn More >](#)

Theme Day: Favorite Vacation Destination

Show your favorite vacation destination by wearing a shirt from your travels.

[Thursday, May 5](#)

Statehouse Market Street Fair

Featuring 11 of your favorite food trucks and displays from multiple agencies, the Statehouse Market Street Fair is 10:30 a.m. to 1:30 p.m. Thursday, May 5 on Robert D. Orr Plaza.

THURSDAY 10:30 A.M. - 1:30 P.M. ON ROBERT D. ORR PLAZA

Statehouse Market Street Fair

• FOOD TRUCKS • FREEBIES • FRIENDLY FACES

FOOD TRUCKS

- Black Leaf Vegan
- Muay Thai Kitchen
- Bearded Bagel
- El Venezolano
- Tacos without Borders
- Pierogi Love
- Soladine Concessions
- Wild Boar BBQ
- The NY Slice Truck
- Greiner's Sub Shop
- Treats by Fee

 *Public Service*
RECOGNITION WEEK



Theme Day: Years of State Service Day

Show your colors!

Wear the following colors that correspond with how long you've been serving Indiana.

0-2 years: Wear Green

3-5 years: Wear Blue

6-10 years: Wear Orange

11-15 years: Wear Red

16+ years: Wear Pink

All-Agency Group Photo

Rep your years of service color in an all-agency group photo! Gather near the steps of the Washington Street side of the Statehouse at 12:30 p.m.



Not in the Indianapolis area? Share a photo of you and your coworkers repping your years of service colors on social media and tag #INAppreciation. We'll repost all shared photos in a gallery on the State of Indiana Employees [facebook](#) and [twitter](#) pages.

Professional Headshots and Team Photos

The Indiana Department of Correction will be taking employee headshots and fun team photos from 11 a.m. to 1 p.m. in the IGC-S Atrium.

[Friday, May 6](#)

Theme Day: Hoosier Spirit Day

Show your Hoosier pride and wear anything Indiana! Sports, schools, if it's Indiana, rock your gear.

[Saturday, May 7](#)

State Parks Saturday

Visit a state park for free!

The Indiana Department of Natural Resources is offering free admission to state employees at all state parks and other DNR properties with entrance fees on May 7. Just let the gate attendant know you are a state employee for free admission.



How to celebrate #PSRW

Here are a few suggestions for a great Public Service Recognition Week or #PSRW.

- **Show your #INAppreciation on social media:** Please use the hashtags #INAppreciation and #PSRW when posting on social media. Let's show those outside of state government all of the awesome things we're doing as state employees! We hope to see how your agency participates and celebrates the week. Please engage with our state employee accounts on Twitter ([@SOIEmployees](#)) and Facebook ([State of IN Employees](#)).
- **Perform random acts of kindness:** Write letters thanking fellow employees within your agency or within other state agencies. Send your thank you note via email or write a thank you card by hand and send it through the mail. Other ideas include baking cookies, sending flowers, etc.
- **White board campaign:** Participate in the Partnership for Public Service PSRW white board campaign. Use one of the white board templates to write why you serve or support public servants. Take a photo and share it on Facebook or Twitter! Templates are available for download below.
 - [I Serve Because...](#)
 - [I Appreciate Public Servants Because...](#)
- **Have fun!**

Click the button below for full details and up-to-date event information.

[Go to PSRW Events >](#)



Questions?
[Contact Us](#)



This is the last week before the PeopleSoft FREEZE

The migration to the new PeopleSoft 9.2 is next week, and **there will be a complete shutdown of the system between May 1 - May 10. No one will be able to access the system at all between those dates.**

Because of the shutdown, it is critical that employees complete the following **this week:**

1. **New employees must make all benefits elections by April 28.**
2. **All employees must complete and submit timesheets by April 29 or at the end of the last shift of pay period.**
3. **Managers must approve employee time sheets by April 29 or at the end of the last shift of employee pay period.**
4. If you are requesting New Parent Leave (NPL) or Family Medical Leave (FML), read the ["Time Sensitive NPL Information and FML Recertification Process Changes for FY22-23"](#) article in The Torch.
5. **Agency Finance must pull Time & Labor reports used to process payroll prior to 5 p.m. ET on May 2.**

6. You are also encouraged to utilize the [Reminder Calendar](#) created specifically for payroll purposes to help navigate through the upcoming weeks.

After the launch of PeopleSoft 9.2, you will be required to enter your time in the new Peoplesoft HCM 9.2 payroll system that starts pay period 5/1-5/14/2022. **All employees must complete Employee or Manager Self-Service Trainings in [SuccessFactors](#) before May 6.** Click the "Take Courses" tile to find trainings.

Thank you for your cooperation as we transition to the new PeopleSoft 9.2. We're looking forward to a better experience for all state employees.